

CLASS TITLE: SENIOR CLERK-STENOGRAPHER

Class Code: 02441300

Pay Grade: 10

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform stenographic and typing work of a difficult and responsible nature requiring the exercise of some independent judgement and involving a degree of final responsibility; to perform varied clerical work of a complex and responsible nature requiring the exercise of some independent judgement in following clearly prescribed procedures; and to do related work as required.

SUPERVISION RECEIVED: General instructions are received at the beginning of each new task; detailed instructions are received as to performance of unfamiliar tasks; work is subject to review for accuracy and completeness.

SUPERVISION EXERCISED: Generally none, but in some cases may supervise subordinates engaged in routine clerical, typing, or stenographic work.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform stenographic and typing work requiring the exercise of some independent judgement and involving a degree of final responsibility.

To perform varied clerical work requiring the exercise of some independent judgement in following clearly prescribed procedures.

To take dictation and transcribe letters, legal opinions, financial memoranda, technical reports and related material.

To compose and type routine letters.

To assemble material for and to type payrolls, vouchers, purchase orders, bills, warrants, indices and other forms requiring related judgement.

To set up and type tables and charts involving decisions as to best format.

To transcribe from dictating machine records.

To cut stencils.

To maintain general office records which require posting, tabulating and computing.

To examine reports and records for accuracy and completeness of routine, easily verified information.

To secure information from specified sources and furnish it to the public and other employees.

To staple and assemble material for distribution.

To make appointments and keep appointment lists.

To serve as receptionist, directing callers to proper individuals, arranging appointments, and imparting general non-technical information.

Occasionally, to operate other office appliances not requiring the services of a qualified operator.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of office practices, commercial arithmetic and business English; a working knowledge of methods and procedures of filing; a reasonable speed and accuracy in taking and transcribing complex or technical dictation*; the ability to understand readily and carry out complex oral and written directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in shorthand and typing; and

Experience: Such as may have been gained through: employment in performing stenographic, typing and office tasks of a varied nature.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

*NOTE: 80 WPM-3 minutes-95% accuracy

Class Revised: May 24, 1987

Editorial Review: 3/15/2003